



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Logistics Management Specialist D1377000 PSN #: 0086340734 AFSC: 2R171	<b>RANK/GRADE:</b> NTE SMSgt/E-8 <b>(ON BOARD AGR ONLY)</b>	<input type="checkbox"/> <b>NATIONWIDE</b>  <input type="checkbox"/> <b>NCANG MEMBERS ONLY</b>  <input checked="" type="checkbox"/> <b>ON BOARD AGR ONLY</b>	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2016-22</b>
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**UNIT, LOCATION, POC:**  
**145 MOF, Charlotte, NC**  
**POC: CMSgt Danny Lawing**  
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**704-391-4182 DSN: 231-4182**

**OPENS: 18 November 2016**

**CLOSES: 20 December 2016**

**JOB DESCRIPTION:** This position is located within a National Guard aircraft logistics organization. Its purpose is to control and coordinate various plans and programs involving aircraft logistics to include mobility, contingency, financial and facility management, and maintenance manning; and to accomplish budget formulations, and execution evaluations of logistics operating funds and Operations and Maintenance (O&M) funds for Depot Level Repairable (DLRs). Serves as a consultant/authority to the Logistics Chief. Reviews all mobility, contingency, Emergency War and exercise plans affecting logistics and evaluates requirements in relation to capabilities and tasking. Performs studies, provides analyses, and makes recommendations. Reviews the logistics division portion of classified plans for full compliance with security regulations and policies to ensure that security compromise does not exist. Writes/edits local instructions concerning the position's area of responsibility. Develops and maintains the logistics portion of base mobility plans and other plans and submits plans to base logistics specialist. Meets with the logistics chief, staff members, and supervisors to inform of requirements, tasks and changes as they occur, and advises personnel of their responsibilities. Controls and monitors the development, negotiation and coordination of host-tenant and interservice support agreements. Controls and monitors all mobility training to ensure that tasked personnel receive appropriate training such as load planning, palletizing, cargo courier responsibilities, hazardous cargo preparation, etc. Recommends personnel for assignment to mobility positions. Serves with the logistics chief, or as an official representative or as a member of a planning committee, with mobility, contingency, military exercises and various other plans. Formulates the annual logistics operating budget and DLR O&M budget for the logistics division for inclusion in the base financial plan. Issues guidance to, and coordinates with logistics production chiefs in the development of quarterly and annual logistics operating budgets and DLR O&M budget estimates. Reviews, edits, and consolidates the logistics operating budget and DLR O&M budget estimates for the logistics organization. Prepares or edits narrative justifications for projected funding needs to the Comptroller Division. Plans and anticipates allotment of logistics operating funds and DLR O&M funds for the logistics organization. Analyzes budgetary relationships and develops recommendations for budgetary actions for logistics programs and specific functions. Evaluates trends and operating costs which are used to project future commitments and obligations. Monitors the use and rate of expenditures of logistics operating and DLR O&M funds through continuing dialogue with logistics production chiefs and review of written documents and records. Analyzes logistics operating and DLR O&M funding provided and ensures quarterly allotment to maintenance is adequate to meet projected requirements. Prepares, justifies, and submits unfunded and unprogrammed requirements through the logistics chief to the Financial Management Board. Performs in-depth, rigorous analysis of logistics operating and DLR O&M budget requests received from the logistics production supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Controls the workday accounting program for logistics and tracks usage and requirements for the fiscal year. Perform all duties of the Wing Refueling Document Control Officer (WRDCO) In Accordance with AFI 11-253. Makes recommendations to the logistics chief. Uses the Maintenance Information System (MIS) and/or a personal computer (PC) to accomplish these and other related tasks. Controls and monitors logistics manning authorizations and personnel assignments for civilian and military personnel. Controls and monitors the operation and logistics of the personnel subsystem of the MIS. Advises on manning and personnel assignments, changes, needs and problem areas relating to mobility. Responsible for all actions concerning personnel readiness to include developing personnel operating procedures for mobility. Advises the logistics division chief when manpower authorizations appear unbalanced based on analytical and statistical studies. Monitors the logistics security program to include tracking the issuance of security clearances. Writes and edits logistics security regulations and operating instructions; and provides security requirement assessment for various logistics sections and programs. Controls the facilities management program in the logistics division. Serves as liaison to civil engineering regarding facilities logistics, repair and renovation. Performs annual surveys of facilities, analyzes requirements and problems, and makes recommendations. Coordinates with the logistics functional areas and civil engineering regarding the development of plans for construction and modification. Reviews logistics mobility equipment lists and personnel rosters. Reviews personnel readiness folders and/or ensures that the responsible supervisor accomplishes required reviews. Controls, and coordinates palletizing, packaging and marking of mobility equipment and supplies for adherence to regulations. Performs other duties as assigned.

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**Application Packages must include the following:**

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing "Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECDD.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

**EMAIL APPLICATIONS TO:** [usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil](mailto:usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil). Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.**